

CHECKLIST FOR REVIEW OF SUBCONTRACTING PLAN

1. POINT OF CONTACT, ADDRESS WITH PHONE NUMBER & SYMBOL, PHONE & FAX NUMBERS
 Prepared by: Don Beegle Phone: 202-200-8307 FAX: ...
 GSA, (Insert Service & Symbol)

2. ADMINISTRATIVE CONTACTING OFFICE, ADDRESS, PHONE & FAX NUMBERS
 Name: ...
 Address: ...

The POC is: Don L. Beegle Phone: 202-200-1027 FAX: ...

3. CONTRACT NUMBER
2UC0341

Telephone: ... FAX: ...

4. CONTRACT NUMBER

5. CONTRACTOR NAME, ADDRESS, DUNS NUMBER, AND CONTACT INFO
PRIMA Acquisition, LLC
7 Olden Farms
Madison, NJ 07940-1061

Phone: 973-883-1710
 DUNS No: 101003310

FAX: ...
 E-Mail: ...

6. SUBCONTRACTING PLAN ADMINISTRATOR NAME, ADDRESS, & CONTACT INFO
Chilo Sweniba
Property Manager, Cassidy Turley
1000 M Street, NW
Washington, DC 20030
 Phone: 202-402-1800 FAX: ...
 E-Mail: chilo.sweniba@cassidyturley.com

7. PLACE OF PERFORMANCE (Indicated from No. 6)

1800 M Street, NW
Washington, DC 20030

8. TYPE OF CONTRACT

☐ SEALED BID or ☒ NEGOTIATED
☐ SCHEDULE or ☐ NON-SCHEDULE

9. a. CONTRACT PERIOD OR OPTION PERIOD

10 years

b. DATE OF AWARD AND DATE OF OPTION

Estimated September 2014

10. ESTIMATED CONTRACT VALUE (EXCEPT FOR OR EST. ANNUAL SALES FOR THIS CONTRACT)
\$24,004,111.74 over 10 years

11. DESCRIPTION OF PRODUCTS OR SERVICES

Successful lease for 63,400 RSF of office space. Lessor to provide operating services during lease term. No Tenant Improvements to be made (space as-is).

12. TYPE OF SUBCONTRACTING PLAN BEING SUBMITTED

☒ INDIVIDUAL CONTRACT PLAN

☐ INDIVIDUAL INCORPORATING MASTER PLAN

☐ COMPANY-WIDE PLAN FOR COMMERCIAL ITEMS
☐ COVING ANNUAL PERIOD

13. CHECKLIST

PROPOSED TARGET GOALS ESTABLISHED

	PERCENT	DOLLAR AMOUNT	PCO/ACO ACCEPTABLE		SBTA ACCEPTABLE		SBAPCR ACCEPTABLE	
			YES	NO	YES	NO	YES	NO
(1) TOTAL SUBCONTRACTING PLANNED (To target & all small business concerns)								
(2)(a) TO ALL SMALL BUSINESS CONCERNS (includes AHCs or Indian Tribes, veteran owned small, service-disabled veteran-owned small, HUBZone small, small disadvantaged, and women owned small concerns)			X		✓		✓	
(2)(b) TO VETERAN OWNED SMALL BUSINESSES (VOSBs)	Percent of Total		X		✓		✓	
(2)(c) TO SERVICE-DISABLED VETERAN-OWNED SMALL (SDVOSBs)	Percent of Total and subject of VOSB		X		✓		✓	
(2)(d) TO HUBZONE SMALL BUSINESSES (HUBZones)	Percent of Total		X		✓		✓	
(2)(e) TO SMALL DISADVANTAGED BUSINESSES (SDU includes AHCs or Indian Tribes)	Percent of Total		X		✓		✓	
(2)(f) TO WOMEN OWNED SMALL BUSINESSES (WOSBs)	Percent of Total		X		✓		✓	
(3) DESCRIPTION OF PRINCIPAL TYPES OF SUPPLIES AND SERVICES TO BE SUBCONTRACTED, AND IDENTIFICATION OF TYPES PLANNED FOR SUBCONTRACTING TO EACH BUSINESS CATEGORY (i.e. SMALL, VOSB, SDVOSB, HUBZ, SDU, and WOSB CONCERNS)			X		✓		✓	
(4) DESCRIPTION OF METHOD USED TO DEVELOP GOALS;			X		✓		✓	
(5) DESCRIPTION OF METHOD USED TO IDENTIFY POTENTIAL SOURCES FOR SOLICITATION PURPOSES;			X		✓		✓	
(6) STATEMENT AS TO WHETHER OR NOT THE OFFEROR INCLUDED INDIRECT COSTS IN ESTABLISHING GOALS AND DESCRIPTION OF METHOD USED TO DETERMINE THE PROPORTIONATE SHARE OF INDIRECT COSTS TO BE INCURRED WITH EACH BUSINESS CONCERN;			X		✓		✓	
(7) NAME OF INDIVIDUAL WHO WILL ADMINISTER THE OFFEROR'S SUBCONTRACTING PROGRAM AND A DESCRIPTION OF THEIR DUTIES; (include phone & fax numbers and email address of contact for further questions)			X		✓		✓	
(8) DESCRIPTION OF EFFORTS THE OFFEROR WILL MAKE TO ASSURE EQUITABLE OPPORTUNITY TO COMPETE FOR SUBCONTRACTS;			X		✓		✓	
(9) FLOW DOWN ASSURANCE THAT THE OFFEROR WILL INCLUDE FAR CLAUSE 52.219-9 IN ALL SUBCONTRACTS THAT OFFER FURTHER SUBCONTRACTING OPPORTUNITIES; AND ASSURANCE THAT THE OFFEROR WILL REQUIRE ALL SUBCONTRACTORS (small & concerns) THAT RECEIVE SUBCONTRACTS IN EXCESS OF \$50,000 (\$1.5 M for construction) TO ADOPT A PLAN THAT COMPLIES WITH THE REQUIREMENTS OF THE CLAUSE 52.219-9.			X		✓		✓	
(10) ASSURANCE THAT THE OFFEROR WILL: COOPERATE IN STUDIES ON SURVEYS; SUBMIT PERIODIC REPORTS; SUBMIT INDIVIDUAL (ISR) & SUMMARY REPORTS (SSR) USING THE SSRI; ENSURE THAT SUBCONTRACTORS WITH IT ARE AGREE TO SUBMIT THE ISSR/SSR USING THE SSRI; PROVIDE THE PRIME CONTRACT NUMBER AND DUNS NUMBER AND EMAIL ADDRESS OF OFFICIALS RESPONSIBLE ETC.			X		✓		✓	
(11) DESCRIPTION OF THE TYPES OF RECORDS THAT WILL BE MAINTAINED CONCERNING PROCEDURES ADOPTED TO COMPLY, AND A DESCRIPTION OF THE OFFEROR'S EFFORTS TO LOCATE VARIOUS SMALL BUSINESS CONCERNS AND AWARD SUBCONTRACTS TO THEM.			X		✓		✓	

REMARKS (Use reverse, if necessary).
 PCO/ACO COMMENTS (i.e. original contract award, first plan or first govt. contract, annual commercial update or sliding previously approved plan (copy attached), option renewal, change in business size from small to large, etc.)

SBTA

SBTA

SBAPCR

REVIEWED BY

(Signatures and Dates)

(b) (6)

9/15/14

(b) (6)

DATE: 9/16/2014

Bernard Durham

DATE: 9-17-14

SD AB

1. POINTS OF CONTACT, ADDRESS WITH ROOM NUMBER & SYMBOL, PHONE & FAX NUMBERS
Prepared by: Don Scoggins Phone: 202-260-0387 FAX: _____
GSA, (Insert Service & Symbol)

2. ADMINISTRATIVE CONTRACTING OFFICE, ADDRESS, PHONE & FAX NUMBERS
Name: _____
Address: _____

The PCO is: Joel T. Berelson Phone: 202-401-1027 FAX: _____

Telephone: _____ FAX: _____

3. SOLICITATION NUMBER
2DC0341

4. CONTRACT NUMBER

5. CONTRACTOR NAME, ADDRESS, DUNS NUMBER, AND CONTACT INFO
PRISA Acquisition, LLC
7 Glenda Farms
Madison, NJ 07940-1051

Phone: 973-883-1710
DUNS No: 101883310

FAX: _____
E-Mail: --

6. SUBCONTRACTING PLAN ADMINISTRATOR NAME, ADDRESS, & CONTACT INFO
Chris Swamba
Property Manager, Cassidy Turley
1800 M Street, NW
Washington, DC 20036
Phone: 202-462-1800 FAX: --
E-Mail: chris.swamba@cassidyurley.com

7. PLACE OF PERFORMANCE (If different from No. 5)
1800 M Street, NW
Washington, DC 20036

8. TYPE OF CONTRACT
☐ SEALED BID or ☒ NEGOTIATED
☐ SCHEDULE or ☐ NON-SCHEDULE

9. a. CONTRACT PERIOD OR OPTION PERIOD

10 years

9. b. DATE OF AWARD AND DATE OF OPTION

Estimated September 2014

10. ESTIMATED CONTRACT VALUE (EACH PERIOD) OR EST. ANNUAL SALES FOR THIS CONTRACT
\$24,884,111.74 over 10 years

11. DESCRIPTION OF PRODUCTS OR SERVICES

Succeeding lease for 53,480 RSF of office space. Lessor to provide operating services during lease term. No Tenant Improvements to be made (space as-is).

12. TYPE OF SUBCONTRACTING PLAN BEING SUBMITTED

☒ INDIVIDUAL CONTRACT PLAN

☐ INDIVIDUAL INCORPORATING MASTER PLAN

☐ COMPANY-WIDE PLAN FOR COMMERCIAL ITEMS
COVERS ANNUAL PERIOD THRU

13. CHECKLIST

PROPOSED TARGET GOALS ESTABLISHED	PERCENT	DOLLAR AMOUNT	PCO/ACO ACCEPTABLE		SBTA ACCEPTABLE		SBA/PCR ACCEPTABLE	
			YES	NO	YES	NO	YES	NO
(1) TOTAL SUBCONTRACTING PLANNED (To large & all small business concerns)								
(2)(a) TO ALL SMALL BUSINESSES (Includes ANCs or Indian Tribes, veteran-owned small, service-disabled veteran-owned small, HUBZone small, small disadvantaged, and women-owned small concerns)			X		✓			
(2)(b) TO VETERAN-OWNED SMALL BUSINESS (VOSB) Percent of Total			X		✓			
(2)(c) TO SERVICE-DISABLED VETERAN-OWNED SMALL (SDVOSB) Percent of Total and subset of VOSB			X		✓			
(2)(d) TO HUBZONE SMALL BUSINESS (HUBZone) Percent of Total			X		✓			
(2)(e) TO SMALL DISADVANTAGED BUSINESS (SDB Includes ANCs or Indian Tribes) Percent of Total			X		✓			
(2)(f) TO WOMEN-OWNED SMALL BUSINESS (WOSB) Percent of Total			X		✓			
(3) DESCRIPTION OF PRINCIPAL TYPES OF SUPPLIES AND SERVICES TO BE SUBCONTRACTED, AND IDENTIFICATION OF TYPES PLANNED FOR SUBCONTRACTING TO EACH BUSINESS CATEGORY (i.e. SMALL, VOSB, SDVOSB, HUBZ, SDB, and WOSB CONCERNS):			X		✓			
(4) DESCRIPTION OF METHOD USED TO DEVELOP GOALS;			X		✓			
(5) DESCRIPTION OF METHOD USED TO IDENTIFY POTENTIAL SOURCES FOR SOLICITATION PURPOSES;			X		✓			
(6) STATEMENT AS TO WHETHER OR NOT THE OFFEROR INCLUDED INDIRECT COSTS IN ESTABLISHING SUBK GOALS AND DESCRIPTION OF METHOD USED TO DETERMINE THE PROPORTIONATE SHARE OF INDIRECT COSTS TO BE INCURRED WITH EACH BUSINESS CONCERN;			X		✓			
(7) NAME OF INDIVIDUAL WHO WILL ADMINISTER THE OFFEROR'S SUBCONTRACTING PROGRAM AND A DESCRIPTION OF THEIR DUTIES; (Include phone & fax numbers and email address of contact for further questions.)			X		✓			
(8) DESCRIPTION OF EFFORTS THE OFFEROR WILL MAKE TO ASSURE EQUITABLE OPPORTUNITY TO COMPETE FOR SUBCONTRACTS;			X		✓			
(9) FLOW DOWN ASSURANCE THAT THE OFFEROR WILL INCLUDE FAR CLAUSE 52.219-8 IN ALL SUBCONTRACTS THAT OFFER FURTHER SUBCONTRACTING OPPORTUNITIES; AND ASSURANCE THAT THE OFFEROR WILL REQUIRE ALL SUBCONTRACTORS (except SDB concerns) THAT RECEIVE SUBCONTRACTS IN EXCESS OF \$650,000 (\$1.6 M for construction) TO ADOPT A PLAN THAT COMPLIES WITH THE REQUIREMENTS OF THE CLAUSE 52.219-9.			X		✓			
(10) ASSURANCE THAT THE OFFEROR WILL: COOPERATE IN STUDIES OR SURVEYS; SUBMIT PERIODIC REPORTS; SUBMIT INDIVIDUAL (ISR) & SUMMARY REPORTS (SSR) USING THE eSRs; ENSURE THAT SUBCONTRACTORS WITH PLANS AGREE TO SUBMIT THE ISR/SSR USING THE eSRs; PROVIDE ITS PRIME CONTRACT NUMBER AND DUNS NUMBER AND EMAIL ADDRESS OF OFFICIALS RESPONSIBLE, ETC.			X		✓			
(11) DESCRIPTION OF THE TYPES OF RECORDS THAT WILL BE MAINTAINED CONCERNING PROCEDURES ADOPTED TO COMPLY, AND A DESCRIPTION OF THE OFFEROR'S EFFORTS TO LOCATE VARIOUS SMALL BUSINESS CONCERNS AND AWARD SUBCONTRACTS TO THEM.			X		✓			

REMARKS (Use reverse, if necessary).

PCO/ACO COMMENTS (i.e. original contract award, first plan or first govt. contract, annual commercial update or riding previously approved plan (copy attached), option renewal, change in business size from small to large, etc.)

SBTA

REVIEWED BY



PCO/ACO

(b) (6)

SBTA

Judith Stackhouse-Jorda

SBA/PCR

Bernard Durham

(Signatures and Dates)

9/15/14

DATE: 9/16/2014

DATE:

21

AB

[PRISA LHC, LLC]

SMALL BUSINESS SUBCONTRACTING PLAN (MODEL)

I. IDENTIFICATION DATA:

Address: 7 Clarksdale Farms, Madison, NJ 07940

Date Prepared: February 6th, 2014

Description of Supplies/Services: Lease of office space to the GSA

Solicitation Number: 2DC0341

Contract Number: (Completed for Individual Plans during option period; N/A for commercial plans)

If submitting an Individual Contract Plan, insert dates below for the contract duration, if known (or insert N/A if the contract does not include specified option period).

Individual Plan Period: Base: 2/1/2015 – 1/31/2025 Option 1: N/A
Option 2: N/A Option 3: N/A Option 4: N/A

Estimated Contract Value (Provide separate estimate for base contract period and each option)
Base Period: \$ est \$27M Option Period 1: \$ _____ Option Period 2: \$ _____

Option Period 3: \$ _____ Option Period 4: \$ _____ (if applicable/Not used for MAS)

Place of Performance: 1800 M Street, NW, Washington, DC

DUNS Number: 161863316

If submitting a Commercial Plan, insert dates below:

Commercial Plan Period: (insert fiscal year for contractor/offeror)

Projected annual sales (Company-wide): \$ _____

II. TYPE OF PLAN – FAR 19.701 (For definitions, see Cover Page and FAR clause 52.219-9):

____ Commercial Plan

X Individual Plan

____ Master Plan (incorporated into Individual Plan)

III. GOALS:

A. The FAR clause at 52.219-9(d) states that the subcontracting plan shall include (1) goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business concerns as subcontractors; and (2) A statement of total dollars planned to be subcontracted for an individual contract plan; or the offeror's total projected sales, expressed in dollars, and the total value of projected subcontracts to support the sales for a commercial plan. FAR 19.704(a)(1) requires separate percentage goals for using small business (including Alaskan Native Corporations (ANCs) and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes) and women-owned small business concerns as subcontractors; and (2) A statement of the total dollars planned to be subcontracted and a statement of the total dollars planned to be subcontracted to small business (including ANCs and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes) and women-owned small business concerns. Commercial plans will always reflect annual company wide goals. Individual plans will reflect contract-specific goals and shall contain separate statements and goals for the basic contract (period) and separately for each option (period). Note that dollars and percentages to large and total small businesses (all inclusive) must equal the total subcontracted to all categories in both dollars and percentages. **EACH CONTRACTOR IS EXPECTED TO OFFER THE MAXIMUM PRACTICABLE OPPORTUNITIES TO EACH TYPE OF SMALL BUSINESS CONCERN CONSISTENT WITH THEIR BEST FAITH EFFORTS AND SUPPORTED BY THEIR REPORTS AND RECORDS.**

COMPLETE FORMAT BELOW IF SUBMITTING AN INDIVIDUAL PLAN and note that a separate part is required for the base contract period and for each option period, if any. (Please remove this section and following page if submitting a commercial plan.)

[PRISA LHC, LLC] provides the following separate dollar and percentage goals, which are a percentage of the total subcontracting dollars for each business category: Goals represent building services only over the 10 year contract, no construction under this contract.

BASE GOALS are expressed in dollars and percentages of the total dollars planned to be subcontracted.		
PLANNED SUBCONTRACTING TO:		
	DOLLARS	PERCENT
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)	(b)	(4)
2. Large Businesses (Other than Small)	(b)	(4)
3. All Small Businesses (including ANCs & Indian tribes)	(b)	(4)
4. Veteran-Owned Small Businesses (VOSB)	(b)	(4)
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	(b)	(4)
6. HUBZone Small Business (HUBZone)	(b)	(4)
7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes)	(b)	(4)
8. Women-Owned Small Businesses (WOSB)	(b)	(4)

If applicable: N/A

1 ST OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted.		
PLANNED SUBCONTRACTING TO:		
	DOLLARS	PERCENT
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)	(b)	(4)
2. Large Businesses (Other than Small)		
3. All Small Businesses (including ANCs & Indian tribes)		
4. Veteran-Owned Small Businesses (VOSB)		
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)		
6. HUBZone Small Business (HUBZone)		
7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes)		
8. Women-Owned Small Businesses (WOSB)		

SD JB

If applicable: N/A

2ND OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted.			
PLANNED SUBCONTRACTING TO:		DOLLARS	PERCENT
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)		(b) (4)	(b) (4)
2. Large Businesses (Other than Small)			
3. All Small Businesses (including ANC's & Indian tribes)			
4. Veteran-Owned Small Businesses (VOSB)			
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)			
6. HUBZone Small Business (HUBZone)			
7. Small Disadvantaged Businesses (SDB) (including ANC's & Indian tribes)			
8. Women-Owned Small Businesses (WOSB)			

If applicable: N/A

3ND OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted.			
PLANNED SUBCONTRACTING TO:		DOLLARS	PERCENT
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)		(b) (4)	(b) (4)
2. Large Businesses (Other than Small)			
3. All Small Businesses (including ANC's & Indian tribes)			
4. Veteran-Owned Small Businesses (VOSB)			
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)			
6. HUBZone Small Business (HUBZone)			
7. Small Disadvantaged Businesses (SDB) (including ANC's & Indian tribes)			
8. Women-Owned Small Businesses (WOSB)			

If applicable: (LEAVE BLANK FOR MAS)

4TH OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted.			
PLANNED SUBCONTRACTING TO:		DOLLARS	PERCENT
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)		(b) (4)	(b) (4)
2. Large Businesses (Other than Small)			
3. All Small Businesses (including ANC's & Indian tribes)			
4. Veteran-Owned Small Businesses (VOSB)			
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)			
6. HUBZone Small Business (HUBZone)			
7. Small Disadvantaged Businesses (SDB) (including ANC's & Indian tribes)			
8. Women-Owned Small Businesses (WOSB)			

B. FAR 19.704(a)(3) and the clause at 52.219-9(d)(3) requires a description of the principal types of supplies and services to be subcontracted and an identification of types planned for subcontracting to SB (including ANC and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANC and Indian tribes), and WOSB concerns. Check all that apply below, ensuring that at least one item is indicated for each column. If assistance is needed to locate small business sources, contact your local Small Business Administration Commercial Market Representative via www.sba.gov/localresources, or access the Central Contractor Registration (CCR) Dynamic Small Business Search database at www.ccr.gov. You may also post solicitations for small business opportunities on SBA's SUB-Net at <https://www.sba.gov/subnet/search/index.cfm>.

The principal types of supplies and/or services that [PRISA LHC, LLC] anticipates to be subcontracted and the identification of the type of business concern planned are as follows:

Business Category or Size

CONSTRUCTION Supplies/Services	Large	Small	VOSB	SDVOSB	HUBZone	SDB	WOSB
N/A							
LEASE SERVICES Supplies/Services	Large	Small	VOSB	SDVOSB	HUBZone	SDB	WOSB
Window Washing		X					X
Trash Removal		X				X	
Snow Removal			X	X			
Elevator Maintenance		X					
Heating	X						
Security		X					
Landscaping		X			X		X

ATTACH ADDITIONAL SHEETS IF NECESSARY (OR REMOVE LINES IF NOT NEEDED)

C. FAR 19.704(a)(4) and the clause at 52.219-9(d)(4) require a description of the method used to develop the subcontracting goals. Explain or state the basis for establishing your proposed goals (i.e. based on historical data and experience, market research, etc.); and provide justification for any low goal(s).

[PRISA LHC, LLC] used the following method to develop the subcontracting goals:

In accordance with the provisions of FAR 52.219-9(d)(1), PRISA LHC, LLC has elected to develop its subcontracting goals based on percentages of total planned subcontracting dollars for the use SBC/SDB/WOB/HUBZ/VOB/SDVOB's as subcontractors. Specifically all subcontractors that contribute directly to contract performance will be included as a part of each subcontracting plan's commitment goals. When developing subcontracting goals the responsible buyers/subcontract specialist review the applicable bill of material/equipment list to identify those materials and equipment items that can potentially be procured from SBC/SDB/WOB/HUBZ/VOB/SDVOB so that the SBLO can be advised accordingly. The total PLAN dollars available to subcontract with SBC/SDB/WOB/HUBZ/VOB/SDVOB's is then allocated between these groups as goals. Direct commitments are incorporated in these estimates. The principal material/equipment items to be procured and the names of potential SBC/SDB/WOB/HUBZ/VOB/SDVOB sources will be identified for subsequent inclusion in this PLAN and PRISA LHC, LLC negotiated contracts.

D. FAR 19.704(a)(5) and clause 52.219-9(d)(5) require a description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the Central Contractor Registration database (CCR), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business

Development Agency in the Department of Commerce, or small, HUDZone, small disadvantaged, and women-owned small business trade associations). A firm may rely on the information contained in CCR as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining SB, VOSB, SDVOSB, HUDZone, SDB, and WOSB source list. Use of CCR opportunities) in this clause.

[PRISA LHC, LLC] identifies potential subcontractors using the following source lists and organizations: Sources utilized to locate qualified small business subcontractors include, notices of subcontracting opportunities on the Systems for Award Management (SAM) Database, www.sam.gov, contacting minority and small business trade associations, small business utilization offices and Procurement Technical Assistance Program (PTAP) organizations in a variety of federal agencies. Attending small business procurement conferences and networking events searching DOD's Central Contracting Registration.

E. FAR 19.704(a)(6) and clause 52.219-9(d)(6) require a statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with SB (including ANC's and Indian tribes), VOSB, SDVOSB, HUDZone, SDB (including ANC's and Indian tribes), and WOSB concerns. NOTE: Indirect costs represent the expenses of doing business that are NOT easily identified with a specific project (i.e. contract or grant) but are generally recognized as ordinary and necessary for the general operation of the contractor's organization and the conduct of activities it performs. Types of indirect costs include overhead (e.g. facility/utility & supplies cost), general and administrative (G&A), and fringe benefits (e.g. services or benefits provided to employees such as health insurance, payroll taxes, pension contribution, etc).

Indirect costs HAVE BEEN (or) X HAVE NOT BEEN included in the dollar and percentage subcontracting goals stated above.

If indirect costs HAVE been included, the method used to determine the proportionate share of indirect costs to be incurred with small business concerns was as follows:

IV. PROGRAM ADMINISTRATOR:

FAR 19.704(a)(7) and clause 52.219-9(d)(7) require the name of an individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual. Please add the contact information for this person (telephone number, fax number and/or email address), in case of questions and provide an alternate point of contact if applicable.

Name: Chris Swemba
Title/Position: Property Manager, Cassidy Turley
Address: 1800 M Street, NW
City/State/Zip Code: Washington, DC 20036
Telephone number: 202-452-1800
Fax number: 202-452-0910
Email Address: Chris.Swemba@cassidyurley.com

Alternate POC with contact information: Scott Kille, 202-463-1127

Duties: In accordance with clause 52.219-9(d)(11)(e), in order to effectively implement this plan to the extent consistent with efficient contract performance, the contractor shall perform the following functions:

1. Assist SB, VOSB, SDVOSB, HUDZone, SDB and WOSB concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential SB, VOSB, SDVOSB, HUDZone, SDB and WOSB



- subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.
2. Provide adequate and timely consideration of the potentialities of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns in all "make-or-buy" decisions.
 3. Counsel and discuss subcontracting opportunities with representatives of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB firms.
 4. Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the Central Contractor Registration (CCR) database or by contacting SBA.
 5. Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as SB, VOSB, SDVOSB, HUBZone, SDB and WOSB for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.
 6. Develop and promote company/division policy statements that demonstrate the company's/division's support for awarding contracts and subcontracts to SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
 7. Develop and maintain bidders' lists of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns from all possible sources.
 8. Ensure periodic rotation of potential subcontractors on bidders' lists.
 9. Ensure that SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing.
 10. Ensure that subcontract procurement "packages" are designed to permit the maximum possible participation of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
 11. Review subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
 12. Ensure that the subcontract bid proposal review board documents its reasons for not selecting any low bids submitted by SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
 13. Oversee the establishment and maintenance of contract and subcontract award records.
 14. Attend or arrange for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
 15. Directly or indirectly counsel SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns on subcontracting opportunities and how to prepare bids to the company.
 16. Conduct or arrange training for purchasing personnel regarding the intent and impact of Section 8(d) of the Small Business Act on purchasing procedures.
 17. Develop and maintain an incentive program for buyers that support the subcontracting program.

18. Monitor the company's performance and make any adjustments necessary to achieve the subcontract plan goals.
19. Prepare and submit timely reports.
20. Coordinate the company's activities during compliance reviews by Federal agencies.

IF YOUR PROGRAM ADMINISTRATOR WILL PERFORM ADDITIONAL SUBCONTRACTING DUTIES NOT SHOWN ABOVE, PLEASE IDENTIFY THEM HERE:

21. Additional Duties:

V. EQUITABLE OPPORTUNITY:

FAR 19.704(a)(8) and clause 52.219-9(d)(8) require a description of the efforts the offeror will make to assure that SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns have an equitable opportunity to compete for subcontracts.

[PRISA LHC, LLC] will make every effort to ensure that all small business concerns have an equitable opportunity to compete for subcontracts. These efforts may include one or more of the following activities: (please indicate which of the following apply or adapt list to fit your company's efforts)

A. Outreach efforts to obtain sources:

- ☐ Contacting minority and small business trade associations
- ☐ Contacting business development organizations
- ☐ Requesting sources from the Central Contractor Registration (CCR), Dynamic Small Business Search, which integrated data from the SBA PRO-Net database
- ☐ Attending small and minority business trade fairs and procurement conferences

B. Internal efforts to guide and encourage purchasing personnel:

- ☐ Presenting workshops, seminars and training programs
- ☐ Establishing, maintaining and using small, hubzone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business source lists, guides, and other data for soliciting subcontracts
- ☐ Monitoring activities to evaluate compliance with the subcontracting plan

C. Other Additional efforts: (Please describe below.)

PRISA LHC, LLC will develop and maintain bidders lists of qualified subcontractors. These lists will be established using numerous sources, including those discussed above and conducting capability interviews and past performance assessments of potential subcontractors.

Once the needs are defined and potential subcontractors are identified, PRISA LHC, LLC requests capability statements and associated documentation so we can further expand our understanding of each firms performance capabilities. PRISA LHC, LLC will also conduct capability interviews and past performance assessments of potential subcontractors.

VI. ASSURANCES OF CLAUSE INCLUSION AND FLOW DOWN:

FAR 19.704(a)(9) and clause 52.219-9(d)(9) require assurances that the offeror will include the clause at 52.219-8, Utilization of Small Business Concerns (see 19.708(a)), in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$650,000 (\$1,500,000 for construction) to adopt a plan that complies with the requirements of this clause (see 19.708(b)).

[PRISA LHC, LLC] agrees to include the FAR Clause 52.219-8, "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$650,000 (\$1,500,000 for construction) to adopt a plan that complies with the requirements of the clause at 52.219-9, Small Business Subcontracting Plan.

VII. REPORTING AND COOPERATION:

FAR 19.704(a)(10) and clause 52.219-9(d)(10) require assurances that the offeror will do the following:

[PRISA LHC, LLC] agrees to:

- (10)(i) Cooperate in any studies or surveys as may be required;
- (ii) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;
- (iii) Submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.esrs.gov>), following the instructions in the eSRS;
- (iv) Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS;
- (v) Provide its prime contract number and its DUNS number and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their reports; and
- (vi) Require that each subcontractor with a subcontracting plan provide the prime contract number and its own DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to its subcontractors with subcontracting plans.

Reports are to be submitted within 30 days after the close of each calendar period as indicated in the following chart:

<u>Calendar Period</u>	<u>Report Due</u>	<u>Date Due</u>	<u>Submit Reports to eSRS with email address for:</u>
10/01--03/31	ISR	04/30	Contracting Officer/SBTA
04/01--09/30	ISR	10/30	Contracting Officer/SBTA
10/01--09/30	SSR	10/30	Contracting Officer/SBTA

THE eSRS WEB-BASED REPORTING REQUIREMENT INSTRUCTIONS CAN BE FOUND IN THE ATTACHMENT TO SUBCONTRACTING PLAN TAKEN FROM FAR CLAUSE 52-219-9.

VIII. RECORDKEEPING:

FAR 19.704(a)(11) and clause 52.219-9(d)(11) require a description of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the efforts to locate SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns and award subcontracts to them.

[PRISA LHC, LLC] will maintain records concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of efforts to locate SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

1. Source lists (e.g., CCR), guides, and other data that identify SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.
2. Organizations contacted in an attempt to locate sources that are SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.
3. Records on each subcontract solicitation resulting in an award of more than \$150,000, indicating:
 - (A) Whether small business concerns were solicited and, if not, why not;
 - (B) Whether veteran-owned small business concerns were solicited and, if not, why not;
 - (C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;
 - (D) Whether HUBZone small business concerns were solicited and, if not, why not;
 - (E) Whether small disadvantaged business concerns were solicited and, if not, why not;
 - (F) Whether women-owned small business concerns were solicited and, if not, why not; and
 - (G) If applicable, the reason award was not made to a small business concern.
4. Records of any outreach efforts to contact
 - (A) Trade associations;
 - (B) Business development organizations;
 - (C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and
 - (D) Veterans service organizations.
5. Records of internal guidance and encouragement provided to buyers through
 - (A) Workshops, seminars, training, etc.; and
 - (B) Monitoring performance to evaluate compliance with the program's requirements.
6. On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor. *Contractors having commercial plans need not comply with this requirement.*
7. Other records to support your compliance with the subcontracting plan: *(Please describe below.)*

IX. STATUTORY REQUIREMENTS (Found at FAR 19.702)

- Any contractor receiving a contract for more than the simplified acquisition threshold must agree in the contract that SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns will have the maximum practicable opportunity to participate in contract performance consistent with its efficient performance.
- It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.
- See 19.702(a)(1) for requirements that are imposed in negotiated acquisitions, and (a)(2) for requirements that are imposed in sealed bidding acquisitions.
- As stated in 15 U.S.C. 637(d)(8), any contractor or subcontractor failing to comply in good faith with the requirements of the subcontracting plan is in material breach of its contract. Further, 15 U.S.C. 637(d)(4)(F) directs that a contractor's failure to make a good faith effort to comply with the requirements of the subcontracting plan shall result in the imposition of liquidated damages (see 19.702(e) and 19.705-7).

X. DESCRIPTION OF GOOD FAITH EFFORT (Also refer to 13 CFR 125.3(d), Determination of Good Faith Effort)

In order to demonstrate your compliance with a good faith effort to achieve the small business subcontracting goals, outline the steps below that your company plans to take.

[PRISA LHC, LLC] will take the following steps to demonstrate compliance with a good faith effort in achieving small business subcontracting goals:

The above requirements will be negotiated with the contracting officer prior to approval. The contracting officer must ensure per FAR 19.705-5(a)(5) that an acceptable plan is incorporated into and made a material part of the contract.

SIGNATURE REQUIRED: Plan must be signed and dated by a company official to be valid

This subcontracting plan was SUBMITTED by:

Signature:

(b) (6)

Typed Name: Sarah Downey

Company Title: Vice President, PRISA LHC, LLC

Date Signed: February 6th, 2014

Government Contracting Officer APPROVAL:

Signature:

(b) (6)

Printed Name:

Agency: GSA
Date: 9/15/14

[Handwritten signature]